| **Project Title** | **Royal Greenland Supply Chain** | |  |
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| **Expectation** | **Example** | **Team Rule** |  |
| Attendance | **Attendance is required at all team meetings. Changes in meeting times must be made at least 24 hours ahead of time.** | 1. **Meetings will be scheduled periodically or dependent on the progress to evaluate the performance and success completion rate. Team members are expected to join all team meetings, whether virtually or in-person.** 2. **Changes in meeting times must be made at least 24 hours ahead of time.** 3. **To join virtually, please RSVP online at least 24 hours prior to the start of the meeting.** |  |
| Participation | **Team members may not be substituted unless approved by team leader.** | 1. **There will be no team member substitutions unless approved by the team leader.** |  |
| Focus | **We will stay on task and on topic, using the Project Charter as our guide. A meeting agenda will be published at least one day in advance.** | 1. **Stay on task and on topic, using the Project Charter as our guide.** 2. **A meeting agenda will be published at least one day in advance.** |  |
| Interruptions | **Interruptions for emergencies only. Phones turned to silent.** | 1. **Please ensure all devices have sounds off or vibrating.** 2. **No devices should be shown during the meeting unless there is anything important to show related to any of the meetings.** |  |
| Preparation | **All deliverables are expected to be completed in a timely manner. Each meeting will have a published agenda.** | 1. **All deliverables are expected to be completed in a timely manner.** 2. **For any deliverable that cannot be completed, please reach out.** |  |
| Timeliness | **Meetings will begin promptly as scheduled.** | 1. **Meetings will begin promptly as scheduled.** 2. **There will be no reschedules of meetings unless any notice that conflict with the meeting (i.e. natural disaster)** |  |
| Decisions | **We will choose the best decision-making method for each situation. We will support decisions made by the team.** | 1. **Decisions will be made after the presentation is completed or at the end of the conference while time remains.** 2. **Decisions will be taken into consideration at any moment, depending on the meetings and the project progress.** |  |
| Data | **We will rely on data to make decisions.** | 1. **We will rely on data to make decisions.** 2. **Any other important data relevant to the meeting is welcome.** |  |
| Conflict | **We welcome honest disagreements, as long as everyone is treated with respect. A facilitator will be used if conflict cannot be resolved.** | 1. **Please treat everyone with respect, even during the debate or when disagreements are involved.** 2. **A facilitator will be used if conflict cannot be resolved.** |  |
| Other |  |  |  |
|  |  |  |  |
| **Team Member** | **Role** | **Signature** |  |
| Ali | **Project Sponsor** | Ali |  |
| Beatriz | **Key Stakeholder** | Beatriz |  |
| Charles | **Key Stakeholder** | Charles |  |
| Diya | **Team Lead** | Diya |  |
| Eric | **Team Member** | Eric |  |
| Fatima | **Team Member** | Fatima |  |
| Gabriel | **Process Owner** | Gabriel |  |
| Hanna | **Data Analyst** | Hanna |  |
| Ian | **Functional Consultant** | Ian |  |
| Johnnie | **Functional Consultant** | Johnnie |  |
| Karen | **Technical Consultant** | Karen |  |
| Laura | **Technical Consultant** | Laura |  |